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COUNTY OF LOS ANGELES

Policy #	Title	Replaces
000	SOLICITATION ACTIVITIES BY REGISTERED AND CERTIFIED EMPLOYEE ORGANIZATIONS	03/01/95
Board of Supervisors		

PURPOSE

To establish an orderly, uniform and equitable policy by which certified and registered employee organizations may gain access to County facilities for the purpose of marketing insurance products to County employees.

REFERENCE

County Code, Section 13.16.020, Exceptions to Soliciting on County Property

Board of Supervisors Meeting of March 1, 1995, Synopsis #12

POLICY

Any certified or registered employee organization seeking access to a County facility shall submit a written request at least seven days in advance to the Department Head, or his/her designee having administrative responsibility for the affected facility (hereinafter referred to as the "Building Manager"). The written request must be signed by an authorized representative of the sponsoring employee organization and must provide specifics as to the date, time, facility agency representative and other specifics requested by the County. All employee organizations engaging in solicitation activities on County premises must comply with guidelines defined by the County and the Building Manager.

RESPONSIBLE DEPARTMENT

Chief Administrative Office, in conjunction with the Auditor Controller and County Counsel.

DATE ISSUED

March 1, 1995